

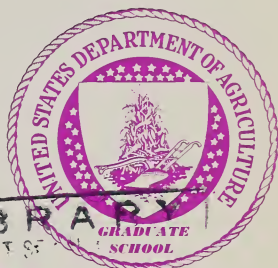
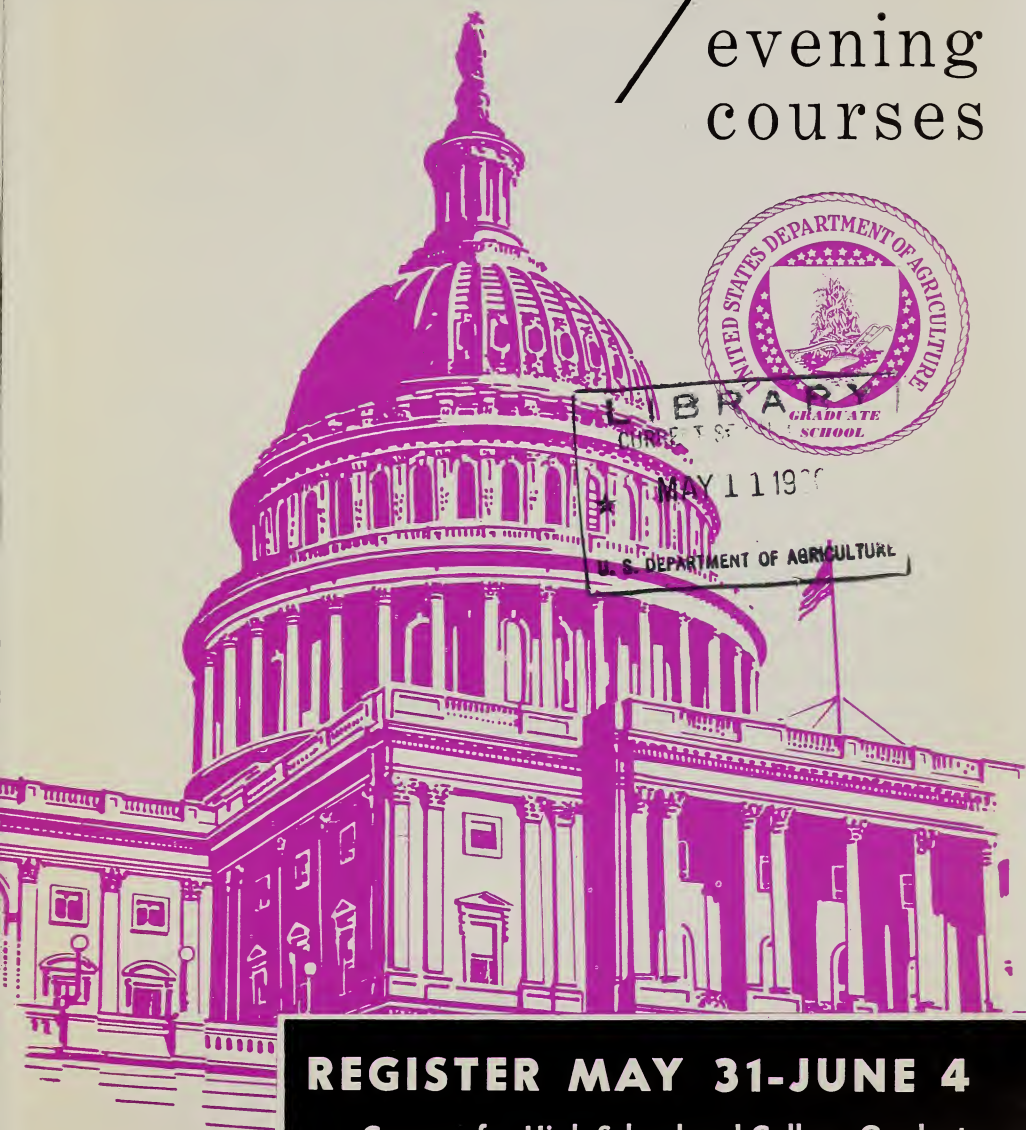
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GRADUATE SCHOOL

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U. S. DEPARTMENT OF AGRICULTURE

REGISTER MAY 31-JUNE 4

- Courses for High School and College Graduates
- Training for Federal Employees

GRADUATE SCHOOL • U. S. DEPARTMENT OF AGRICULTURE

Independence Avenue, between 12th and 14th Streets, Southwest, Washington 25, D. C.

REGISTER MAY 31-JUNE 4—Room 1029, South Building

GENERAL INFORMATION

Classes begin during the week of June 6 and continue for 10 weeks unless otherwise stated in the schedule. All classes meet in the evening. The class rooms are air-conditioned.

Procedures: Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school or the equivalent is the general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites. These are listed in the course descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office.

Fees: The charge for tuition is ordinarily \$12 for each credit hour, payable at the time of registration. Arrangements can be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by June 17.

Late Registration: After June 4, a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through June 10.

Course Transfers: Until June 10, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00. Transfers may be made only with the permission of the interested instructor and the Registrar.

Credit-Audit Changes: The deadline is July 8.

Academic Credit: Any student wishing to receive academic credit elsewhere for Graduate School courses should consult *in advance* with the college or university in which he plans to take a degree.

Veterans: Veterans who are applying for entrance to the Graduate School for the first time under Public Law 550 or 634 are urged to consult with the Registrar well in advance of registration week.

Textbooks: Textbooks can be purchased at the Graduate School Bookstore, Room 1023, South Building, during the following hours:

Registration Week, May 31-June 4

Monday-Friday 1-6:30 p. m.

Saturday (June 4): 9-4 p.m.

June 13-24

Monday-Friday 4:30-6:15 p.m.

First week of classes: June 6-10

Monday-Friday 1-6:30 p.m.

After June 24

Monday-Friday 4:30-5:30 p.m.

Withdrawals and Refunds: When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through June 10, tuition less \$5.00 for each course

June 13-17, 60 per cent of the total tuition

June 20-24, 50 per cent of the total tuition

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office.

Parking: Students and faculty may park after 5:45 p.m. in three parking courts on the east and south sides of the Administration Building. There is also space on the Mall, north of the Administration Building.

Cafeteria: The cafeteria in the fourth wing of the South Building is open from 5:00 to 6:30 p.m. A pass is required until 5:30.

Business Office Hours: The Graduate School office Room 1029, South Building, 14th Street and Independence Avenue, S.W., Washington 25, D. C., is open from 9:00 a.m. to 6:15 p.m. Monday-Friday. Telephone: DUDley 8-6337.

Registration May 31-June 4 SCHEDULE OF CLASSES

Classes begin June 6

No.	Course Title (Cr.)	Instructor	Day	Time	Fee	Catalog	Page
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BIOLOGICAL SCIENCES

- | | | | | | | |
|--------|--|--------|----|--------------------|------|-------|
| 1-215. | Systematic Botany of Wild Flowers (non-credit) | Cowan | Th | 6:10-9 | \$24 | p. 16 |
| 1-699. | Workshop in Nature Study Teaching Techniques (3) trips \$36 and \$5 laboratory fee | Gebler | W | 6:10-9 and 4 field | | |

For Further Information

LANGUAGES AND LITERATURE

English—Grammar and Writing

- 2-25. Increasing Learning Efficiency (non-credit) Weigand W 6:10-9 \$24 p. 20
 2-35. English for Secretaries—Rapid Review (non-credit) Jones Th 6:10-9 \$24 p. 20
 2-95. Improving Reading Ability (non-credit) Stevens Tu-Th 6:10-8 \$36 and \$15 laboratory fee p. 21
 2-112. Practical English Usage (2) McMillan Th 6:10-9 \$24 p. 21
 2-119. Vocabulary Building (2) Jones Tu 6:10-9 \$24 p. 21

Literature

- 2-331. Significant Books of the Twentieth Century (2) Ruppert Tu 6:10-9 \$24 p. 24

Information Methods

- 2-243. Using Visuals Effectively (2) McClarren, White, Granahan, Renaud Tu 6:10-9 \$24 p. 26

Library Techniques

- 2-139. Cataloging and Classification II (2) Cunningham Tu 6:10-9 \$24 p. 27

Speech

- 2-236. Remedial Speech (2) Chambers M 6:10-9 \$24 (Techniques to aid in the correction of specific speech problems. A practice course. Individual guidance for each student.)

Foreign Languages

- 2-63. Main Languages of the World (non-credit) Ornstein W 6:10-9 \$24 p. 29

French

- 2-68. Reading French—Grammar Review and Vocabulary Building (non-credit) Vican Tu 6:10-9 \$24 p. 29
 2-87. French for Travelers (non-credit) Vican W 6:10-9 \$30 p. 29
 2-253B. Elementary French (Second Half) (3) Vican M-Th 6:10-8:10 \$36 p. 29

German

- 2-66A. Reading Scientific German (First Half) (non-credit) Von Luttichau Th 6:10-9 \$24 p. 30
 2-88. German for Travelers (non-credit) Von Luttichau M 6:10-9 \$30 p. 30

Russian

- 2-45. Review of Elementary Russian (non-credit) Saharov Th 6:10-9 \$24 p. 31
 2-295A. Elementary Russian (First Half) (2½) Saharov Tu 6:10-9 \$30 p. 31 (11 weeks)
 2-295B. Elementary Russian (Second Half) (2½) Saharov W 6:10-9 \$30 p. 31 (11 weeks)

Spanish

- 2-83. Basic Conversational Spanish (non-credit) Ponce Tu 6:10-9 \$30 p. 32
 2-84. Conversational Spanish II (non-credit) Ponce M 6:10-9 \$30 p. 32

MATHEMATICS AND STATISTICS

Mathematics

- 3-2. Review of Calculus (non-credit) Ellis Tu-Th 6:10-8:10 \$36 p. 37
 3-5. Review of College Algebra (non-credit) Jobanek M-W 6:10-8:10 \$36 p. 37
 3-6. Preparatory Mathematics for Introductory Statistics (non-credit) Suter M 6:10-9 \$24 p. 37
 3-104. Trigonometry (2) Stearn Tu 6:10-9 \$24 p. 38

Statistics

- 3-126A. Introductory Statistics (First Half) (2) Rauchschalbe Th 6:10-9 \$24 p. 41
 3-126B. Introductory Statistics (Second Half) (2) Rauchschalbe Tu 6:10-9 \$24 p. 41
 3-565B. Data Processing on Electronic Computers—UNIVAC II (Second Half) (2) Shimkus Tu 6:10-9 \$24 p. 44
 3-566A. Data Processing On Electronic Computers—UNIVAC File Computer (First Half) (2) Shimkus Th 6:10-9 \$24 p. 44
 3-567A. Data Processing on Medium-Sized Electronic Computers—IBM 650 (First Half) (2) Mann W 6:10-9 \$24 p. 44
 3-567B. Data Processing on Medium-Sized Electronic Computers—IBM 650 (Second Half) (2) Schwartz Th 6:10-9 \$24 p. 44

OFFICE TECHNIQUES AND OPERATIONS

Administrative Procedures

- 4-35. **Paper Management Workshops** (non-credit) Harris and Ricks (coordinators)
 W 6:10-9 \$24 and \$3 laboratory fee
 I. Plain Letters (4 sessions) \$12 and \$1 laboratory fee
 (Letter writing techniques by the 4S formula)
 II. Forms Improvement (2 sessions) \$6 and \$1 laboratory fee
 (Techniques of forms analysis and forms simplification)
 III. Form and Guide Letters (4 sessions) \$12 and \$1 laboratory fee
 (Use of form and guide letters)
 (Students may register for individual workshops.)
- 4-101. **Everyday Mathematics** (2) Mouser Tu 6:10-9 \$24 p. 47
- 4-108. **Administrative Procedure** (2) Hickey M 6:10-9 \$24 p. 47
- 4-114. **Federal Personnel Procedure** (2) Starns Tu 6-8:50 \$24 p. 48
- 4-330. **Government Letter Writing** (2) Instructor to be announced Tu 6:10-9 \$24 p. 50

Shorthand

- 4-89. **Review of Gregg Shorthand (Anniversary)** 60-90 Words (non-credit) Butler
 M-Th 6:10-8:10 \$36 p. 51
- 4-129. **Gregg Shorthand Simplified I** (3) Dressel M-Th 6:10-8:10 \$36 p. 51
- 4-130. **Gregg Shorthand Simplified II** (3) Vallieres M-Th 6:10-8:10 \$36 p. 51
- 4-225. **Gregg Shorthand Simplified, 60-80 Words** (3) Bell M-Th 6:10-8:10 \$36 p. 51

PUBLIC ADMINISTRATION

- 6-514. **Interviewing Workshop** (1) Garnett M 6:10-8 \$12 p. 71 (8 weeks)
- 6-352A. **Principles of Accounting (First Half)** (3) Marshall and Levenberg M-Th 6:10-9
 \$36 p. 75
- 6-352B. **Principles of Accounting (Second Half)** (3) Carter Tu-Th 6:10-9 \$36 p. 75

TECHNOLOGY

- 8-320. **Pencil Sketching and Water Color Painting** (2) Lyon M-W 6:10-8 \$30 p. 100
- 8-70. **Popular Photography** (non-credit) Burnett Tu 6:10-9 \$24 p. 102

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WASHINGTON 25, D. C.



1960 SUMMER SCHEDULE OF CLASSES